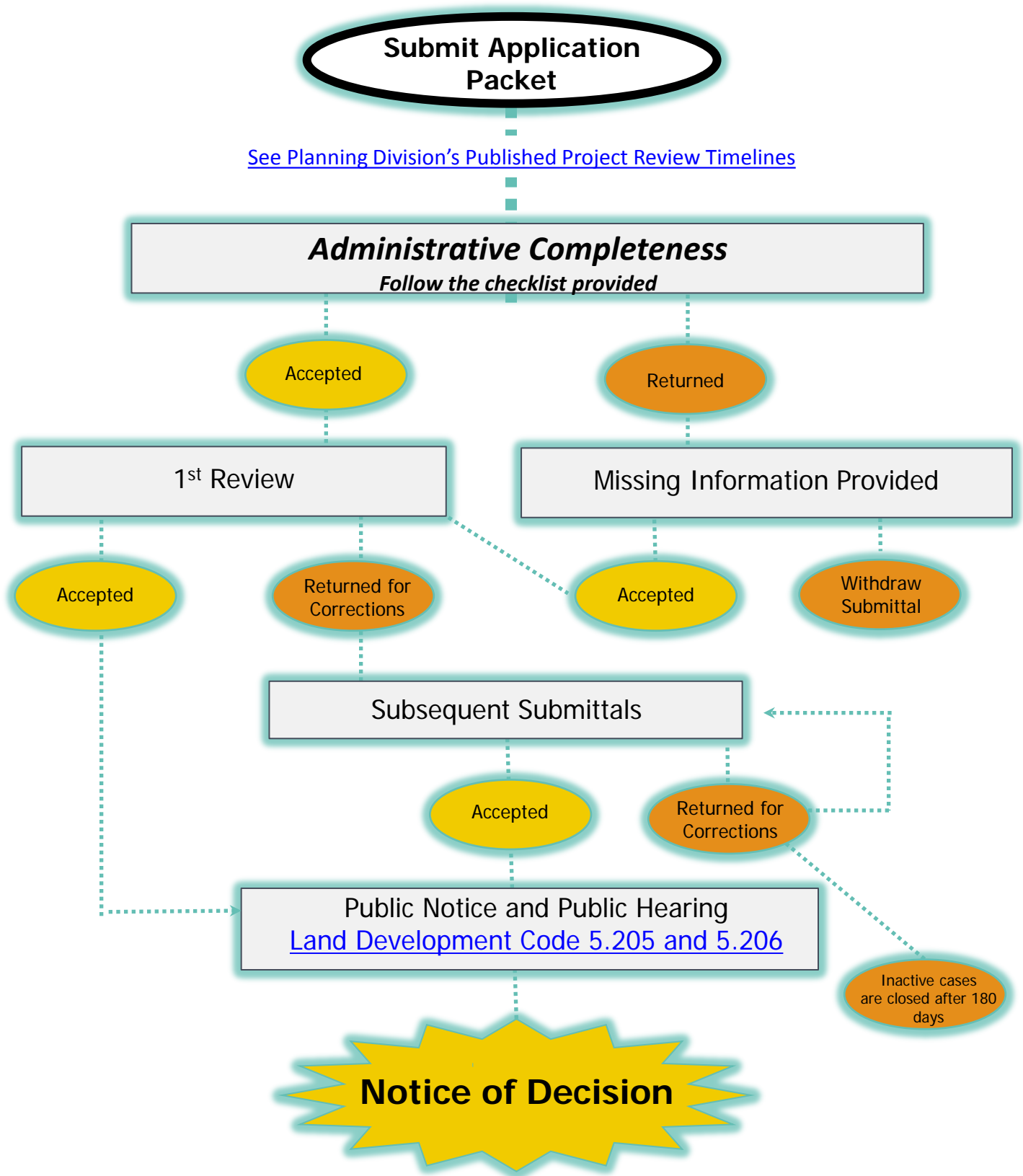


# Design Review Less Than 5 Acres



## **Design Review Less Than 5 Acres**

- Design Review consists of both preliminary and final approvals:
  - Preliminary approval is for all the land area of a project and for issues such as site access, general building and parking locations, landscape and grading concepts, and architectural guidelines for multi-building projects.;
  - Final approval may be for an entire project or one part of a project. Final Design Review establishes the details of the site, architecture, landscaping, grading and drainage, and enables a project to proceed to the construction phase.
- Pre-Application reviews are optional for minor final design review less than five (5) acres within an approved preliminary plan.
- Some Design Review projects may require a Public Hearing Notification and Public Hearing Meeting
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)
  - [Commercial Design Guidelines](#)
  - [Industrial/Employment Design Guidelines](#)
  - [Heritage District Design Guidelines](#)
  - [Gateway Streetscape Guidelines](#)
  - [Trail Design Guidelines](#)
  - [Street Theme District Tree Map](#)
  - [System Development Fees Area Map](#)
  - [Gateway Area Traditional Neighborhood Design Guidelines](#)
  - [Residential Design and Development Guidelines](#)
  - [Engineering Standards](#)

## Design Review Less Than 5 Acres

### Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

### Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Title Report
- ☐ Exhibit 5: Preliminary Site Plan and/or Site Plan and Detail Sheet(s)
- ☐ Exhibit 6: Landscape Plan and Detail Sheet(s) - Colored
- ☐ Exhibit 7: Grading/Drainage Plan(s) and Detail Sheet(s)
- ☐ Exhibit 8: Color and Materials Board(s)
- ☐ Exhibit 9: Colored Elevation(s)
- ☐ Exhibit 10: Floor Plan(s)
- ☐ Exhibit 11: Photometric Plan and Detail/Cut Sheet(s)
- ☐ Exhibit 12: Water Conservation Forms
- ☐ Exhibit 13: Response to Pre-Application meeting comments
- ☐ Exhibit 14: Neighborhood Notice
- ☐ Exhibit 15: Traffic Impact Analysis
- ☐ Exhibit 16: Approval by Property Owner's Association/Homeowner's Association

### Checklist

- ☐ **Exhibit 1: Application**
  - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
  - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length.
  - ☐ Describe proposed project;
  - ☐ Project compliance with existing zoning, General Plan;
  - ☐ Commercial Design Guidelines and/or Industrial Design Guidelines;
  - ☐ Standard Commercial and/or Industrial Site Plan Notes;
  - ☐ Streetscape standards, and approved application design guidelines for an overall project;
  - ☐ Discuss techniques employed to mitigate environmental impacts, including heat island effect, energy and water use, etc.
- ☐ **Exhibit 3: Parcel /Aerial Map**
  - ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
  - ☐ Aerial with Parcel Boundary.
- ☐ **Exhibit 4: Title Report**
  - ☐ Current within the last three months.

☐ **Exhibit 5: Preliminary Site Plan and/or Site Plan and Detail Sheets**

Submit a Preliminary site plan (if applicable) and/or the site plan and site details.

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
- ☐ Project data table: existing zoning on site and adjacent property within 300 feet, gross and net acreage, total gross building area, number of required and provided parking spaces, total landscape area and landscape area percentage coverage and lot coverage percentage,
- ☐ Location and size of any existing/proposed building(s) or structure(s);
- ☐ Dimension location of required and proposed building setbacks and spaces between buildings;
- ☐ Queuing area for drive through uses;
- ☐ Vehicular and pedestrian circulation, including ADA accessibility requirements;
- ☐ Location and size of parking spaces, passenger or merchandise loading, and the number of spaces required and provided; (provide a typical dimension parking stall);
- ☐ Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;
- ☐ Emergency apparatus access and required turning radii;
- ☐ Adjacent lot lines and/or structures within 300 feet;
- ☐ Off street parking calculations for required and provided spaces;
- ☐ Method of screening and details for parking, storage and loading areas;
- ☐ Locations and architecturally integrated method of screening of existing and proposed utility equipment (ground mounted and/or roof mounted);
- ☐ Dimension location of required landscape areas;
- ☐ Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- ☐ Retention areas;
- ☐ Freestanding sign locations with corresponding visibility triangles;
- ☐ Fire riser room location;
- ☐ Fire Road Access/Circulation;
- ☐ Roadway cross section (if applicable);
- ☐ Access distances;
- ☐ Service Entry Section (SES) location and screening method;
- ☐ Location of existing structures, trees, and other significant site features; Dashed in.

**NOTE:** [Standard Commercial and Industrial Site Plan Notes](#) must be included on an exhibit within the project submittal.

☐ **Exhibit 6: Landscape Plan and Detail Sheet(s)**

- ☐ Vicinity Map; with the site and major street noted;
- ☐ Graphic scale, north arrow, and exhibit date;
- ☐ Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- ☐ Dimension location of proposed required landscape areas;

- ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
  - ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
  - ☐ [Town of Gateway Area Right-of-Way Improvement Standards and Streetscape Design Guidelines](#);
  - ☐ [Street Theme District Theme Tree](#) provided along arterial streets;
  - ☐ [Sight visibility triangles](#) per Town of Gilbert Standard details (GIL-211 and/or 212);
  - ☐ Contour lines for retention basins and earthen berms;
  - ☐ Location of parking;
  - ☐ Parking lot light poles;
  - ☐ Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
  - ☐ Location and detail elevations of entry monuments;
  - ☐ Detail for all wall types, parking canopies, site furniture, recreation equipment, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.;
  - ☐ Project data table: gross acres and net acres, square footage of public right-of-way (off-site) landscaping, total square footage of on-site and off-site landscaping, common area open space square footage and percent coverage based on net land area (Multi-family projects).
- ☐ **Exhibit 7: Grading and Drainage Plan(s) and Detail Sheet(s)**
- ☐ Vicinity Map with site and major streets noted;
  - ☐ Graphic scale, north arrow and exhibit date;
  - ☐ Project data table including: gross and net acres
  - ☐ Preliminary storm water retention calculations;
  - ☐ Existing and proposed slope, depth, flow patterns, and location of retention areas;
  - ☐ Proposed contour lines depicting elevations and location of retention basins and earthen berms;
  - ☐ Cross-sections and details.
- ☐ **Exhibit 8: Color and Materials Board**
- ☐ Color & Material Board with samples of exterior materials (including glazing) and colors noting manufacturer name, product ID/Name.
- ☐ **Exhibit 9: Colored Elevations**
- ☐ Graphic scale and date;
  - ☐ All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;
  - ☐ Color and Materials Table with name, manufacturer product identification;
  - ☐ Elevations of accessory structures;
  - ☐ Roof drainage method noted;
  - ☐ Roof mounted mechanical and/or electrical equipment dimensioned and dashed in with architecturally integrated method of screening;
  - ☐ Location of proposed and/or existing signage (Dashed sign band);
  - ☐ Location, type and mounted height of proposed wall mounted lighting fixtures.

☐ **Exhibit 10: Floor Plans**

- ☐ Graphic scale (comparable to elevation scale) and date;
- ☐ Gross Floor Area;
- ☐ Interior space distribution with dimensions;
- ☐ Service areas;
- ☐ Exterior walls and interior partitions;
- ☐ Fenestration;
- ☐ Doors and door swings;
- ☐ Stairs and elevators, including roof access;
- ☐ Location of fire riser room;
- ☐ Any other significant elements of the building design.

☐ **Exhibit 11: Photometric Plan and Detail/Cut Sheet(s) (as appropriate as request)**

- ☐ Site Plan Photometric with location of lighting fixtures and the type of outdoor lighting to be installed;
- ☐ Description of the outdoor light fixture, including supports and other appurtenant devices;
- ☐ Manufacturers' catalog cut sheets and drawings for each proposed fixture with options noted.

☐ **Exhibit 12: Water Conservation Forms**

- ☐ Exhibit 12a (Non Per Capita Conservation Program (NPCCP) Forms
  - o [New Non-Residential or Hotel/Motel Facility](#)
  - o [Multi-Family and Congregate Care](#)
- ☐ Exhibit 12b Multiple and Large Meter User (MLM) Forms
  - o [New Developments](#)
  - o [Existing Developments](#)

For: New non-residential (commercial, industrial, public facility, or institutional developments), or any new meter additions to current developments. Residential, including multifamily, DO NOT need to complete this form. Must use Excel format. Only complete the "MLM User Form" tab. For questions completing the form, contact the Water Resources & Conservation Coordinator (480) 503-6896.

☐ **Exhibit 13: Response to Pre-Application Meeting Comments**

- ☐ If a pre-application meeting was held for the project, include the responses as to how the meeting comments have been addressed.

☐ **Exhibit 14: Neighborhood Notice**

- ☐ Please refer to Section 5.602.A.3 of the Land Development Code for requirements
- ☐ A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property and the typed names and address of all property owners identified on parcel map (<http://mcaselector.maricopa.gov/>)

☐ **Exhibit 15: Traffic Impact Analysis**

☐ **Exhibit 16: Approval by Property Owner's Association / Home Owner's Association**

- ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.



**Plan Type: Design Review**  
**Work Class: Less Than 5 acres or Amendment**

Pre-Application #: \_\_\_\_\_

Description (Proposal Name): \_\_\_\_\_

Address or Location: \_\_\_\_\_

Type of Project: ☐ Commercial ☐ Multi-Family

Request: ☐ Design Review ☐ At-Risk Plan Review  
☐ Amendment to Existing Design Review

Request Summary (briefly describe proposal here and attach a detailed narrative): \_\_\_\_\_

APN/Tax Parcel Numbers: \_\_\_\_\_

Gross/Net Acres: \_\_\_\_\_

Zoning: \_\_\_\_\_

Density: \_\_\_\_\_

General Plan Character Area: ☐ Santan ☐ Heritage District  
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport  
☐ Vertical Development

Please answer all that apply:

Are you an existing Gilbert Business? ☐ Yes ☐ No

Are you moving to a new Gilbert location? ☐ Yes ☐ No

Are you expanding your business? ☐ Yes ☐ No

**Property Owner: (All information must be provided)**

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If signature is not provided above, a letter of authorization from the property owner is required.

**Applicant/Contact: (All information must be provided)**

Company: \_\_\_\_\_

Contact \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

**Staff Use Only:**

Permit Number: \_\_\_\_\_